



**Site Visit Programmatic Questions
Positive Alternatives 2016
Lake Minnetonka Life Care- June 7, 2016**

1. Update/ Demographic Reporting

- Review your two most recently submitted Update/Demographic Reports: are you meeting Report Count Goals?
Lake Minnetonka has met report count goals throughout the grant.
- Note any significant differences between the reports: are your programs stable? Improving? What do the reports indicate about progress in your programs?
All counts for this grantee have been above suggested work plan count numbers. Their program has been consistent and increasing in many areas especially in case management services, car seat program, and material support.
- Any questions on the recording of data on either form?
A question was asked on recording clients who received financial assistance. It was suggested that the number recorded on the quarterly updates should reflect all clients who have requested, are in the process or have received financial assistance for that quarter.

2. Work Plan

- Review your 2012-16 grant application's description of the program you requested to be funded. Note the services and activities you said you would provide and the number of clients you would serve.
- Please prepare a **short summary of your current program(s) and the number of clients being served.** Address these topics:
 - a. How does what you describe in the application compare with what you are currently providing?
 - b. Have any programs and/or activities or services been added or removed?
 - c. Have the number of clients being served per quarter decreased or increased in the 4th year?
 - d. Is there anything in particular you want to share about your current program to explain its current status?

Summary of Current Programs

Car Seat Program

- **Meets estimation but tends to be higher than expected**

Crib Distribution/Sleep Safety Education

- On track, but fewer given out than expected
- We estimate an increase

Financial Assistance

- Lower than expected

Case Management Services

- Higher than expected

Parenting Education

- Higher than expected

Pregnancy Education

- Higher than expected

Material Support

- Higher than expected

Provide Necessary Services assessments to all clients

- Lower than expected

3. Fiscal Review

- Review of the 2015-16 expenditures spreadsheet sent by Ellen Heit.
Numbers are in agreement with the recent budget revision.
- Have you revised your 2015-16 budget justification?
A recent budget revision was submitted and approved.
- Any questions on your completion of the 2014-16 grant and your budget?
No, not at this time.

4. Do you have any questions on the findings from your **Financial Reconciliation**?

There were a few good suggestions from the financial reconciliation that have been put into practice.

5. Grant Closeout Form

- You will have an opportunity to review a draft of the Grant Closeout Form.

6. 2015-16 Evaluation - Due June 10th

- Your 2015-16 Evaluation Plan will be discussed. Any suggestions provided in your 2013-14 Report Summary should be included in the plan, if you are continuing the same evaluation.

An evaluation project was completed on their safe sleep program using a pre and post-test format. A new mini crib was used for demonstration purposes for clients

completing this program. A safe sleep video was also used for this program. The report has been sent in by the required date.

- Any questions on the expectations of the report or your organization's evaluation plan for 2015-16?

Not at this time.

7. Positive Alternatives website

- The PA website will be reconfigured once contracts are all signed.
 - Resources for grantees will remain basically the same.
 - WRTK booklet revisions have not yet been completed.
- The PA website and the WRTK booklet are both works in progress. Updates will be sent out to all grantees on any progress made in either projects.

8. Grant Manager Updates

The current grant cycle is a 2 year budget cycle versus the new grant using a one year budget format. PA grantee policies are in the process of being revised. Updated policies will be sent out as the new grant cycle begins. A WebEx webinar will be offered for all PA grantee staff on Thursday, July 14 in the morning. More information with registration details will be sent soon. All PA staff are encouraged to attend.

9. Issues specific to this grantee

This grantee is in the process of remodeling and adding on to their space. It has been a challenge to line up volunteers and funding to complete this project.

10. Facility

- If your facility has been remodeled or updated please give an update. Do you have any plans to move your organization to another building in the near future?
This grantee plans to double their space in the near future that will be greatly appreciated and is desperately needed for their expanding program.
- If grant-funded activity areas have been significantly altered, be prepared to discuss.

11. Health Equity is a priority goal at the Minnesota Department of Health. How is your organization addressing this need?

Free services are offered to all clients who walk through the door asking for programs or services. No one is refused services.

12. What are the new unaddressed needs in the communities you serve?

Affordable housing is the number one thing lacking in the area of this grantee. There is a major correlation between lack of affordable housing and the incidence to abortion.

- Do you have a well-developed and up-to-date list of community partners available?
Yes, this grantee has been involved in the community for many years and makes an effort to use outreach to secure community partners for their clients.
- Are you able to make warm referrals to any of these partners?
This grantee makes every effort to know their partners and to make warm referrals whenever possible.

13. Clients stories (along with client data collection) are an important component of the work we do. Client stories fill in the gaps that data can't detail and humanize the efforts made by all grantees.

- **Have you submitted your PA funded client stories yet?**

Will send their client story soon.

14. How can MDH be more supportive of your program?

This grantee would like to see less paperwork. MDH is working to make all reporting easier by having all submission of reporting done online.

15. Other?

Lake Minnetonka Life Care Center has been a long time PA grantee. They have used their funding responsibly and because of their PA funding they continue to add new programming ideas to meet the needs of their clients. With a growing program they have also had to address their need for additional physical space. They are currently in the process of renovating their space to double the size. More programming will be offered in the future to continue to meet the needs presented by their growing client base. Excellent grant management continues to fuel the success of Lake Minnetonka Life Care Center.

Site Visit Date: June 7, 2016

Center: Lake Minnetonka Life Care Center

Grantee Staff: Cyndie Gloe

Positive Alternatives Grant Manager: Mary Ottman